

23 MAR 1979

MEMORANDUM FOR: Director of Logistics

FROM :   
Chief, Real Estate & Construction Division, OL

SUBJECT : Energy Conservation

1. This paper addresses facilities related energy conservation responsibility and guidelines. It is in response to your remarks at the 19 March Staff Meeting.

2. Major areas of energy consumption are as follows:

a. Personal transportation of employees to and from work;

b. Moving of personnel about on official business;

c. Moving of things;

d. Lighting of work spaces;

e. Heating and cooling of work spaces.

3. Of the above, it appears that the individual employee will decide on a cost versus convenience scale, affected by price and availability of fuel and parking, just what he will do. Little direct Agency control seems practical beyond the control and issue of parking permits. Monthly parking fees could be a deterrent to the borderline users, but would hurt the low income rank and file already forced to commute long distances.

4. The shuttle runs can be looked at as carpools since a fully loaded single vehicle should reflect savings over massive use of POVs. Similarly, deliveries of things could be consolidated with appropriate customer willingness to tradeoff time of availability.

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SUBJECT: Energy Conservation

5. Lighting is difficult to reduce below minimum levels. It does provide significant heat which can be useful or can be simply an additional load on air-conditioning. Automated equipment, of course, is a direct load and places heavy demands on air-conditioning. While GSA is the directly affected Government agency in the Metropolitan Washington Area, appropriate action by responsible and knowledgeable Agency personnel can make it possible for GSA to effect certain savings. With sufficient capital improvement funds and time, there are areas of various payback values which could be developed. Unfortunately, individual facilities behave with vastly different characteristics. While given administrative pronouncements may be effective in some areas, they may be disasters elsewhere.

6. For reasons stated in paragraph 5, it is felt that a firm understanding of technical matters related to power and air-conditioning is prerequisite to effective energy management where it is facilities related. It is further felt that the biggest savings not related to personal transportation are facilities related. It is therefore felt that a cross section of Agency facility energy matters could be prepared by a committee or MAG group consisting of engineering representatives of Headquarters, NPIC, [REDACTED]. The group might be chaired by the DC/RECD/OL and might also include representation from LSD and P&PS for non-facility type coordination. This group would have the basic skills and data available to ascertain the following:

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- a. Major areas of energy consumption;
- b. Major areas where cutbacks could be effected;
- c. Major construction items which could potentially recover or reduce waste energy.

The group could address published energy related requirements and establish both broad and specific data manipulations leading to established goals and measurable achievements. Training and attendance at seminars related to energy conservation might be appropriate for this group.

7. It is hoped that these ideas might be of use to you. Copies of a GSA list of suggested employee actions entitled "Utility and Fuel Curtailment" and a National Bureau of

SUBJECT: Energy Conservation

Standards publication entitled Making the Most of Your Energy Dollars in Home Heating and Cooling are attached. The latter (and more useful) publication is for sale by the Superintendent of Documents, U.S. Government Printing Office, for 70 cents each.



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UTILITY AND FUEL CURTAILMENT

INDIVIDUAL EMPLOYEES SHOULD TAKE THE FOLLOWING ACTIONS AS THE SITUATION WARRANTS:

- UTILIZE MINIMUM ARTIFICIAL LIGHTING DURING DAYLIGHT HOURS IN ROOMS PROVIDED WITH ADEQUATE WINDOWS OR SKYLIGHT ILLUMINATION.
- KEEP OTHER UNNECESSARY LIGHTS TURNED OFF, SUCH AS THOSE IN STOREROOMS, CLOSETS, OR OTHER SPACE NOT BEING OCCUPIED.
- SHUT OFF LIGHTS AND APPLIANCES WHEN LEAVING THE OFFICE OR OTHER WORK AREA.
- KEEP WINDOWS AND OUTSIDE DOORS CLOSED WHEN HEATING OR AIR-CONDITIONING UNITS ARE IN SERVICE.
- IF INDIVIDUAL WINDOWS UNITS ARE PROVIDED, CLOSE THE DAMPERS WHICH ADMITS OUTSIDE AIR.
- DRESS APPROPRIATELY FOR LOWER WINTER TEMPERATURES AND HIGHER SUMMER TEMPERATURES.
- SCHEDULE THE USE OF ALL EQUIPMENT WHERE POSSIBLE THAT CONSUMES ELECTRICITY OR GENERATES HEAT AT A TIME OTHER THAN THE PERIOD OF PEAKLOADS.
- DO NOT TURN ON EQUIPMENT SUCH AS XEROX MACHINES, TYPEWRITERS, CALCULATORS, ETC., UNTIL NEEDED. SHUT EQUIPMENT OFF WHEN IT IS NO LONGER NEEDED.
- USE THE STAIRS IN LIEU OF ELEVATORS, ESPECIALLY AT QUITTING TIME.
- DRAW OR PARTIALLY CLOSE BLINDS, SHADES, AND DRAPERIES ON THE SUNNY SIDE OF THE BUILDING DURING HOT WEATHER AND OPEN DURING COLD WEATHER FOR SOLAR HEAT GAIN.
- ADVISE BUILDINGS MANAGER OF ANY AREA REQUIRING SERVICE TO PREVENT WASTE OF UTILITIES.